

Cameron Park Community Services District  
2502 Country Club Drive  
Cameron Park, CA 95682



**Parks & Recreation Committee**  
**Monday, January 6, 2020**  
**6:30 p.m.**

**Cameron Park Community Services District**  
**2502 Country Club Drive, Cameron Park**

**Agenda**

Members: Director Ellie Wooten (EW), Director Felicity Carlson (FC)  
Alternate Director Holly Morrison (HM)

Staff: General Manager Jill Ritzman, Interim Recreation Supervisor Whitney Kahn,  
Parks Superintendent Mike Grassle

**CALL TO ORDER**

**ROLL CALL**

- Nominate Committee Chair

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.*

**APPROVAL OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

**OPEN FORUM**

*Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors.*

**DEPARTMENT MATTERS**

- 1. Review Recreation Program Annual Calendar (W. Kahn)**
- 2. Review Parks & Facilities Annual Calendar (M. Grassle, report to be hand-carried)**

3. **Cameron Park Lake Kiosk Revenues and Expenditures** (J. Ritzman)
4. **Wayfinding Improvements at Community Center** (M. Grassle, J. Ritzman; walk about & oral report)
5. **Landscape Architect RFQ** (J. Ritzman)
6. **Discuss 2020 Committee Work Plan** (all; discussion)
7. **Staff Oral & Written Updates**
  - a. Parks & Facilities Report (M. Grassle)
  - b. Recreation Department Report (W. Kahn)
  - c. 2<sup>nd</sup> Quarter Revenues for Community Center & Gym
  - d. Upcoming Field Trip Agenda and Objectives
8. **Items for the February & Future Committee Agendas**
  - Bass Lake Park Plans, EDHCSD
9. **Items to take to the Board of Directors**

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT**

Cameron Park Community Services District  
2502 Country Club Drive  
Cameron Park, CA 95682



**Parks & Recreation Committee**  
**Wednesday, December 18, 2019**  
**2:00 p.m.**

**Cameron Park Community Services District**  
**2502 Country Club Drive, Cameron Park**

**Conformed Agenda**

Members: Chair Director Holly Morrison (HM), Vice Chair Director Monique Scobey (MS)  
Alternate Director Ellie Wooten (EW)  
Staff: General Manager Jill Ritzman, Interim Recreation Supervisor Whitney Kahn,  
Parks Superintendent Mike Grassle

**CALL TO ORDER** - 2:03pm

**ROLL CALL** – HM/MS

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.*

**APPROVAL OF AGENDA** - *Approved with the following changes:*

*Move Item #4 to first item under Department Matters*

**APPROVAL OF CONFORMED AGENDA** - *Approved*

**OPEN FORUM**

*Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors.*

**DEPARTMENT MATTERS**

- 1. Cameron Park Lake Convenience Neighborhood Gate Fees & Process** (D. Horton, J. Ritzman)
  - *Discussed the Cameron Park Lake convenience neighborhood gates; move item to the Board.*
  
- 2. Facility Use Fees (Sports Field, Community Center, Picnic Areas)** (W. Kahn, J. Ritzman)
  - *Discussed Facility Use Fees; move item to the Board.*

**3. Recreation Programming Plan/Budget** (J. Ritzman, W. Kahn)

- *Reviewed and discussed Recreation Programming Plan/Budget. Staff to continue work on project and update budget at mid-year budget adjustments.*

**4. Staff Oral & Written Updates** (M. Grassle, W. Kahn)

- Parks written report included; Recreation written report to be hand-carried
- Park Sign Changes for Paul J. Ryan Park
- *Priority Project EDC Transportation Commission (handout)*

**5. Items for the January & Future Committee Agendas**

- Bass Lake Park Plans, EDHCSD

**6. Items to take to the Board of Directors**

- *Cameron Park Lake Convenience Gates Fees*
- *Facility Use Fees (Sports Fields, Community Center, Picnic Areas)*

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT** – 4:03pm

## Recreation Department Annual Calendar

Item #1

	jan	feb	mar	apr	may	june	july	aug	sept	oct	nov	dec	
<b>events</b>	1. concert	2. affair of heart		3. clean up Easter	4. 5. free swim lesson day	6. Trucks & Tunes	7. Summer Spectacular	8. Trucks & Tunes	9. Labor Day @ Pool 10. Trucks & Tunes 11. Community clean up	12. Halloween	13. Craft fair	14. santa swim 15. tree light 16. symphony	
<b>pool</b>	aquasol												
				sharks			public swim, lessons						
<b>sports</b>													
				football									
	open gym/rentals												
										sports field sched			
	youth basketball												youth basketball
	adult basketball - year round												
<b>seniors</b>													
<b>lake operations</b>					lake operations - kiosk								
<b>enrichmt classes</b>													
<b>activity guide</b>				development			development			development			
<b>day camp</b>							day camp						

**ON GOING:** website updates, social media posting, Enewsletter, charter school billing & agreemts, rec trac maint, community calendars

**Activities, Events eliminated to date:** July T&T, Community Camp Out, Wedding Affair, Spring Garden Show, March Concert, Movie with Library, Yard Sale, Lake Concessions

**FUTURE POSSIBILITIES:** Fall Community Camp-out, Family Fun Day(s) at Lake



## Agenda Transmittal

**DATE:** January 6, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #3:** CAMERON PARK LAKE KIOSK REVENUES AND EXPENDITURES

**RECOMMENDED ACTION:** REVIEW AND DISCUSS

### Recommendation

Staff is recommending that kiosk operations continue at Cameron Park Lake to generate revenues offsetting the cost of park operations.

### Introduction

During FY 2019-20 Budget Hearings in August, Board member(s) expressed interest in having additional information related to the Cameron Park Lake kiosk revenues and expenditures. This is a report back.

### Discussion

The District generates revenues at Cameron Park Lake from daily entries and entries related to the sale of season passes. For this report, expenditures are related to the staffing of the kiosk, 12 hours a day, mid-May to Labor Day weekend. Expenditures go beyond the staff of the kiosk, and are collected to offset the cost to maintain Cameron Park Lake Park. Fees for passes and daily entries are attached (Attachment 3A).

### Revenues, Rec Trac Reports

In Calendar Year 2019, the District collected \$8,450 from the sale of Lake season passes. These passes go on sale after the Early Bird Combination Pass (Early Bird) sale. Staff estimates that approximately 40% of the Early Bird sales are for Lake entries. The District collected \$51,582 from the sale of Early Bird passes, and estimates \$20,633 is for Lake entry. In total, the District collects an estimated \$29,173 in pass sales specific for the Lake. (Attachment 3B)

The District schedules staff from 7:00am to 7:00pm, 7 days a week, mid-May through Labor Day weekend. Daily entries into Cameron Park generated \$35,659 during last summer (Attachment 3C).

*Kiosk revenues generated from pass sales and daily entries totals \$64,832.*

#### Kiosk Staff Costs, Recreation Department

Recreation staff schedule seasonal staff in the kiosk from 7:00am to 7:00pm, each staff person working a 6 hour shift. The kiosk operates mid-May through Labor Day weekend, seven days a week. Total cost to operate the kiosk with a part-time employee is \$18,900. In addition, the Recreation Department applied its overhead allocation to this program; \$2,334 for staff hiring, training and supervision, collection and reconciliation of cash, Activity Guide expenses, and Rec Trac costs.

*Cameron Park Lake Kiosk expenses total \$21,234.*

#### Total Revenues & Expenditures

Lake Kiosk Revenues	\$64,832
Kiosk Operations Expenses (Recreation)	\$21,234
<b><i>Total Net Revenues to Parks, maintenance</i></b>	<b><i>\$43,598</i></b>

#### **Conclusion**

The District began charging for entry into Cameron Park Lake at least ten years ago. In addition to raising revenues to offset operational costs, fees add a degree of control at the park entrance. Guests who come to Cameron Park Lake have a purpose; to play pickle ball or fish or walk around the lake. Incidents of vandalism and loitering decline in parks where fees are charged. Kiosk fees are a user fee for those who use Cameron Park Lake. A family of four would pay for a \$130 Lake season pass in approximately ten trips.

Cameron Park Lake daily entry fees are per person, based on ages and residency, which can be difficult for kiosk staff to manage. Most park entry fees are charged on a per vehicle basis, which would be much simpler to manage for kiosk staff. If there is interest in changing to a vehicle fee instead of a per person fee, staff could research fees at other neighboring agencies and make a recommendation back. A per person fee probably generates more revenues than a per vehicle fee.

For families who need assistance, financial aid to offset the cost of a pass is available.

Attachments:

3A – 2019 Lake Pass and Kiosk daily entry fees

3B – 2019 Pass Sales Revenues

3C – 2019 Daily Entry Revenues



**2019 Season Pass Fees, Residents**

	Early Bird Combo	Pool	Lake
Individual	\$60	\$75	\$90
Family	\$155	\$165	\$130
Seniors	\$50	\$70	\$55
Add person	\$25	\$25	\$25

Daily Lake Entry, Residents

- \$3 per person, resident
- \$2 per person, seniors
- Children 4 years and under, no charge

**Pass Bottom Line Report**

**Attachment 3B**

Pass Code	Description	Fees Charged	Discount	Total Paid	Member Inc	Visit Inc	Misc Amt	Profit/Loss	Refunds
Combo Fam Member	COMBO FAMMEMBER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Combo Family	COMBO FAM	1,450.00	0.00	1,450.00	1,450.00	0.00	0.00	1,450.00	0.00
Combo Individual	COMBO Indivi	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Combo Senior	COMBO SR	212.75	0.00	212.75	212.75	0.00	0.00	212.75	0.00
EB IND	EB COMBO Indivi	8,206.00	0.00	8,206.00	8,206.00	0.00	0.00	8,206.00	619.00
EBFAM	EB COMBO FAM	27,173.75	0.00	27,173.75	27,173.75	0.00	0.00	27,173.75	2,211.00
EBFAMMEMBER	EB COMBO FAMMEMBER	665.00	0.00	665.00	665.00	0.00	0.00	665.00	0.00
EBSENIOR	EB COMBO SR	13,868.75	11.50	13,857.25	13,857.25	0.00	0.00	13,857.25	343.25
LAKE IND	Lake Individual Pass	815.75	0.00	815.75	815.75	0.00	0.00	815.75	0.00
LAKE SENIOR	CP Lake Senior	1,919.25	11.50	1,907.75	1,907.75	0.00	0.00	1,907.75	0.00
Lakefamily	Lake Family Pass	5,816.50	0.00	5,816.50	5,816.50	0.00	0.00	5,816.50	0.00
LAKEFAMMEMBER	CP Lake add Family Member	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POOL ADDITIONAL	Pool Additional Family Member	25.00	0.00	25.00	25.00	0.00	0.00	25.00	0.00
POOL FAMILY	Pool Family PRIMARY	5,265.00	0.00	5,265.00	5,265.00	0.00	0.00	5,265.00	0.00
POOL IND	Pool Individual Pass	750.00	0.00	750.00	750.00	0.00	0.00	750.00	0.00
POOL SENIOR	Pool Senior	140.00	0.00	140.00	140.00	0.00	0.00	140.00	0.00
<b>Report Grand Totals</b>		<b>66,307.75</b>	<b>23.00</b>	<b>66,284.75</b>	<b>66,284.75</b>	<b>0.00</b>	<b>0.00</b>	<b>66,284.75</b>	<b>3,173.25</b>

**Report Summary Totals**

**Total Pass Codes in Report: 16**  
**Total Still Due for Passes in Report: 0.00**

Manager  
Pass Bottom Line Report

**SELECTION CRITERIA**

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GENERIC REPORT CRITERIA

Output Group:	Financial
Output Template:	VSI - Pass Bottom Line Report
Output Type:	Detail
Sort Option:	PMPass_PassCode
Preview Report:	yes
PDF:	Yes
Print Selection Criteria:	Yes
CSV Summary Option:	Raw Data

REPORT SPECIFIC CRITERIA

Passes:	EB IND,EBFAM,EBSENIOR,EBFAMMEMBER,Lakefamily,LAKE IND,LAKE SENIOR,LAKEFAMMEMBER,POOL
Begin Membership/Visit Start Date:	01/01/2019 - Begin of Year 0
End Membership/Visit Start Date:	12/31/2019 - End of Year 0
Begin Misc Inc/Exp Posting Date:	01/01/2019 - Begin of Year 0
End Misc Inc/Exp Posting Date:	12/31/2019 - End of Year 0

Misc Income/Expense Posting Report

Attachment 3C

Mod	Item Code	Description	Date	Dr/Cr	GL Code	Cst Ctr	UserName	PayCode	Amount
MS	Miscellaneous	am kiosk	05/29/2019	Credit	700000		RORY	01	112.00
MS	Miscellaneous	am kiosk	05/30/2019	Credit	700000		Kim	02	198.00
MS	Miscellaneous	AM kiosk	06/04/2019	Credit	700000		RORY	02	204.00
MS	Miscellaneous	AM kiosk Booth	06/05/2019	Credit	700000		Julia	02	125.00
MS	Miscellaneous	Am Kiosk Shift	05/31/2019	Credit	700000		Julia	02	122.00
MS	Miscellaneous	Am Kiosk Shift	06/01/2019	Credit	700000		Julia	02	242.00
MS	Miscellaneous	am kiosk shift	06/02/2019	Credit	700000		kim	02	393.00
MS	Miscellaneous	Am Kiosk Shift	06/06/2019	Credit	700000		Julia	02	193.00
MS	Miscellaneous	Am Shift	05/24/2019	Credit	700000		Kim	02	132.00
MS	Miscellaneous	Am Shift Kiosk	05/25/2019	Credit	700000		Kim	02	157.00
MS	Miscellaneous	Am shift Kiosk	05/27/2019	Credit	700000		RORY	01	275.00
MS	Miscellaneous	am shift kiosk	05/28/2019	Credit	700000		Julia	01	151.00
MS	Miscellaneous	Booth PM	06/18/2019	Credit	700000		kim	02	107.00
MS	Miscellaneous	kio0sk am	08/03/2019	Credit	700000		Julia	02	187.00
MS	Miscellaneous	kioks am	07/26/2019	Credit	700000		WESLEY	02	146.00
MS	Miscellaneous	kioks pm	06/23/2019	Credit	700000		RORY	02	335.00
MS	Miscellaneous	KIOS PM	07/25/2019	Credit	700000		RORY	02	57.50
MS	Miscellaneous	kiosk	06/27/2019	Credit	700000		kim	02	163.00
MS	Miscellaneous	kiosk	07/01/2019	Credit	700000		RORY	02	138.00
MS	Miscellaneous	kiosk	07/06/2019	Credit	700000		Julia	02	332.00
MS	Miscellaneous	kiosk	07/09/2019	Credit	700000		RORY	01	120.50
MS	Miscellaneous	kiosk	07/09/2019	Credit	700001		RORY	02	120.50
MS	Miscellaneous	kiosk	07/09/2019	Credit	700000		WESLEY	02	38.50
MS	Miscellaneous	kiosk	07/09/2019	Credit	700001		WESLEY	02	38.50
MS	Miscellaneous	kiosk	07/11/2019	Credit	700001		RORY	02	77.50
MS	Miscellaneous	kiosk	07/20/2019	Credit	700001		Julia	02	41.50
MS	Miscellaneous	kiosk am	05/29/2019	Credit	700000		rorly	01	3.00
MS	Miscellaneous	Kiosk AM	06/03/2019	Credit	700000		Julia	02	234.00
MS	Miscellaneous	Kiosk AM	06/07/2019	Credit	700000		RORY	02	369.00
MS	Miscellaneous	Kiosk AM	06/08/2019	Credit	700000		kim	02	273.00
MS	Miscellaneous	kiosk AM	06/09/2019	Credit	700000		Kim	02	510.00
MS	Miscellaneous	Kiosk AM	06/10/2019	Credit	700000		Julia	02	250.00
MS	Miscellaneous	kiosk AM	06/12/2019	Credit	700000		kim	02	310.00
MS	Miscellaneous	Kiosk AM	06/13/2019	Credit	700000		julia	02	217.00
MS	Miscellaneous	Kiosk AM	06/14/2019	Credit	700000		RORY	02	248.00
MS	Miscellaneous	kiosk AM	06/16/2019	Credit	700000		kim	02	455.00
MS	Miscellaneous	kiosk Am	06/17/2019	Credit	700000		Julia	02	221.00
MS	Miscellaneous	kiosk am	06/18/2019	Credit	700000		RORY	02	360.00
MS	Miscellaneous	kiosk am	06/19/2019	Credit	700000		kim	02	237.00
MS	Miscellaneous	kiosk am	06/20/2019	Credit	700000		Kim	02	251.00
MS	Miscellaneous	kiosk am	06/21/2019	Credit	700000		VICTORIA	02	305.00
MS	Miscellaneous	kiosk AM	06/22/2019	Credit	700000		Julia	02	301.00
MS	Miscellaneous	kiosk am	06/23/2019	Credit	700000		Kim	02	414.00
MS	Miscellaneous	kiosk am	06/24/2019	Credit	700000		VICTORIA	02	209.00

Misc Income/Expense Posting Report

Attachment 3C

Mod	Item Code	Description	Date	Dr/Cr	GL Code	Cst Ctr	UserName	PayCode	Amount
MS	Miscellaneous	kiosk AM	06/25/2019	Credit	700000		RORY	02	250.00
MS	Miscellaneous	KIOSK AM	06/26/2019	Credit	700000		Julia	02	169.00
MS	Miscellaneous	kiosk am	06/30/2019	Credit	700000		kim	02	311.00
MS	Miscellaneous	kiosk am	07/02/2019	Credit	700000		RORY	02	316.00
MS	Miscellaneous	Kiosk Am	07/03/2019	Credit	700000		Julia	02	242.00
MS	Miscellaneous	kiosk AM	07/04/2019	Credit	700000		VICTORIA	02	412.00
MS	Miscellaneous	kiosk AM	07/05/2019	Credit	700000		VICTORIA	02	354.00
MS	Miscellaneous	kiosk am	07/07/2019	Credit	700000		kim	02	362.00
MS	Miscellaneous	kiosk AM	07/08/2019	Credit	700000		Julia	02	76.00
MS	Miscellaneous	kiosk am	07/08/2019	Credit	700001		Julia	02	76.00
MS	Miscellaneous	kiosk am	07/10/2019	Credit	700000		Kim	02	152.00
MS	Miscellaneous	kiosk am	07/10/2019	Credit	700001		Kim	01	152.00
MS	Miscellaneous	kiosk AM	07/11/2019	Credit	700000		WESLEY	02	167.50
MS	Miscellaneous	kiosk am	07/11/2019	Credit	700001		WESLEY	02	167.50
MS	Miscellaneous	kiosk am	07/12/2019	Credit	700000		Julia	02	127.50
MS	Miscellaneous	kiosk AM	07/12/2019	Credit	700001		Julia	02	127.50
MS	Miscellaneous	kiosk am	07/13/2019	Credit	700000		Julia	02	289.00
MS	Miscellaneous	kiosk am	07/13/2019	Credit	700001		Julia	02	289.00
MS	Miscellaneous	kiosk am	07/14/2019	Credit	700000		WESLEY	02	160.50
MS	Miscellaneous	kiosk Am	07/14/2019	Credit	700001		WESLEY	02	160.50
MS	Miscellaneous	kiosk am	07/15/2019	Credit	700000		RORY	02	100.50
MS	Miscellaneous	kiosk am	07/15/2019	Credit	700001		RORY	02	100.50
MS	Miscellaneous	kiosk am	07/16/2019	Credit	700000		Kim	02	138.00
MS	Miscellaneous	kiosk am	07/16/2019	Credit	700001		kim	02	138.00
MS	Miscellaneous	kiosk am	07/17/2019	Credit	700000		WESLEY	02	105.00
MS	Miscellaneous	kiosk am	07/17/2019	Credit	700001		WESLEY	02	105.00
MS	Miscellaneous	kiosk am	07/18/2019	Credit	700000		VICTORIA	02	170.50
MS	Miscellaneous	kiosk am	07/18/2019	Credit	700001		VICTORIA	02	170.50
MS	Miscellaneous	kiosk am	07/19/2019	Credit	700000		Julia	02	143.50
MS	Miscellaneous	kiosk am	07/19/2019	Credit	700001		Julia	02	143.50
MS	Miscellaneous	kiosk am	07/20/2019	Credit	700000		WESLEY	02	157.50
MS	Miscellaneous	kiosk am	07/20/2019	Credit	700001		WESLEY	02	157.50
MS	Miscellaneous	kiosk am	07/22/2019	Credit	700000		VICTORIA	02	84.50
MS	Miscellaneous	kiosk am	07/22/2019	Credit	700001		VICTORIA	02	84.50
MS	Miscellaneous	kiosk am	07/23/2019	Credit	700000		Julia	02	167.00
MS	Miscellaneous	kiosk am	07/23/2019	Credit	700001		Julia	02	167.00
MS	Miscellaneous	kiosk am	07/24/2019	Credit	700000		RORY	02	116.00
MS	Miscellaneous	kiosk am	07/24/2019	Credit	700001		RORY	02	116.00
MS	Miscellaneous	kiosk am	07/25/2019	Credit	700000		Julia	02	107.50
MS	Miscellaneous	kiosk am	07/25/2019	Credit	700001		Julia	02	107.50
MS	Miscellaneous	kiosk am	07/26/2019	Credit	700001		WESLEY	02	146.00
MS	Miscellaneous	kiosk AM	07/27/2019	Credit	700000		WESLEY	02	169.50
MS	Miscellaneous	kiosk am	07/27/2019	Credit	700001		WESLEY	02	169.50
MS	Miscellaneous	kiosk AM	07/28/2019	Credit	700000		Kim	02	129.50

Misc Income/Expense Posting Report

Attachment 3C

Mod	Item Code	Description	Date	Dr/Cr	GL Code	Cst Ctr	UserName	PayCode	Amount
MS	Miscellaneous	kiosk am	07/28/2019	Credit	700001		Kim	02	129.50
MS	Miscellaneous	kiosk am	07/29/2019	Credit	700000		WESLEY	02	72.50
MS	Miscellaneous	kiosk am	07/29/2019	Credit	700001		WESLEY	02	72.50
MS	Miscellaneous	kiosk am	07/30/2019	Credit	700000		RORY	02	140.50
MS	Miscellaneous	kiosk am	07/30/2019	Credit	700001		RORY	02	140.50
MS	Miscellaneous	kiosk am	07/31/2019	Credit	700001		VICTORIA	02	87.00
MS	Miscellaneous	kiosk am	08/01/2019	Credit	700000		RORY	02	98.50
MS	Miscellaneous	kiosk am	08/01/2019	Credit	700001		RORY	02	98.50
MS	Miscellaneous	kiosk am	08/02/2019	Credit	700000		Kim	02	157.00
MS	Miscellaneous	kiosk am	08/02/2019	Credit	700001		Kim	02	157.00
MS	Miscellaneous	kiosk am	08/03/2019	Credit	700001		Julia	02	187.00
MS	Miscellaneous	Kiosk AM	08/05/2019	Credit	700000		VICTORIA	02	83.50
MS	Miscellaneous	Kiosk AM	08/05/2019	Credit	700001		VICTORIA	02	83.50
MS	Miscellaneous	Kiosk AM	08/06/2019	Credit	700000		Julia	02	132.00
MS	Miscellaneous	Kiosk AM	08/06/2019	Credit	700001		Julia	02	132.00
MS	Miscellaneous	Kiosk AM	08/07/2019	Credit	700000		RORY	02	68.50
MS	Miscellaneous	Kiosk AM	08/07/2019	Credit	700001		RORY	02	68.50
MS	Miscellaneous	Kiosk AM	08/08/2019	Credit	700000		WESLEY	02	120.00
MS	Miscellaneous	Kiosk AM	08/08/2019	Credit	700001		WESLEY	02	120.00
MS	Miscellaneous	Kiosk AM	08/09/2019	Credit	700000		RORY	02	75.50
MS	Miscellaneous	Kiosk AM	08/09/2019	Credit	700001		RORY	02	75.50
MS	Miscellaneous	Kiosk AM	08/10/2019	Credit	700000		Kim	02	122.50
MS	Miscellaneous	Kiosk AM	08/10/2019	Credit	700001		Kim	02	122.50
MS	Miscellaneous	Kiosk AM	08/11/2019	Credit	700000		Kim	02	134.00
MS	Miscellaneous	Kiosk AM	08/11/2019	Credit	700001		Kim	02	134.00
MS	Miscellaneous	kiosk am	08/12/2019	Credit	700000		VICTORIA	02	41.50
MS	Miscellaneous	kiosk am	08/12/2019	Credit	700001		VICTORIA	02	41.50
MS	Miscellaneous	kiosk am	08/13/2019	Credit	700000		WESLEY	02	35.50
MS	Miscellaneous	kiosk am	08/13/2019	Credit	700001		WESLEY	02	35.50
MS	Miscellaneous	kiosk am	08/14/2019	Credit	700000		Kim	02	24.50
MS	Miscellaneous	kiosk am	08/14/2019	Credit	700001		kim	02	24.50
MS	Miscellaneous	kiosk am	08/15/2019	Credit	700000		Julia	02	12.00
MS	Miscellaneous	kiosk am	08/15/2019	Credit	700001		Julia	01	12.00
MS	Miscellaneous	kiosk am	08/16/2019	Credit	700001		WESLEY	02	36.50
MS	Miscellaneous	kiosk am	08/17/2019	Credit	700000		WESLEY	02	83.00
MS	Miscellaneous	kiosk am	08/17/2019	Credit	700001		WESLEY	02	83.00
MS	Miscellaneous	kiosk am	08/18/2019	Credit	700000		Kim	02	44.00
MS	Miscellaneous	kiosk am	08/18/2019	Credit	700001		Kim	02	44.00
MS	Miscellaneous	kiosk am	09/01/2019	Credit	700000		kim	02	71.50
MS	Miscellaneous	kiosk am	09/02/2019	Credit	700000		Kim	02	106.00
MS	Miscellaneous	kiosk am	09/02/2019	Credit	700001		Kim	02	106.00
MS	Miscellaneous	kiosk am sat	08/24/2019	Credit	700000		Julia	02	62.00
MS	Miscellaneous	kiosk am sat	08/24/2019	Credit	700001		Julia	02	62.00
MS	Miscellaneous	kIOSK aM sHIFT	06/11/2019	Credit	700000		RORY	02	202.00

Misc Income/Expense Posting Report

Attachment 3C

Mod	Item Code	Description	Date	Dr/Cr	GL Code	Cst Ctr	UserName	PayCode	Amount
MS	Miscellaneous	kiosk am sunday	08/25/2019	Credit	700001		Kim	02	92.50
MS	Miscellaneous	Kiosk Booth PM	06/14/2019	Credit	700000		Julia	02	109.00
MS	Miscellaneous	kiosk friday	08/23/2019	Credit	700000		WESLEY	02	50.50
MS	Miscellaneous	kiosk friday	08/23/2019	Credit	700001		WESLEY	02	50.50
MS	Miscellaneous	kiosk friday	08/29/2019	Credit	700001		WESLEY	02	46.50
MS	Miscellaneous	kiosk fridAY	08/30/2019	Credit	700001		RORY	02	42.50
MS	Miscellaneous	kiosk friday am	08/30/2019	Credit	700000		RORY	02	42.50
MS	Miscellaneous	kiosk lake	07/06/2019	Credit	700000		WESLEY	02	440.00
MS	Miscellaneous	KIOSK mon PM	09/02/2019	Credit	700000		RORY	02	61.00
MS	Miscellaneous	kiosk mond pm	09/02/2019	Credit	700001		RORY	02	61.00
MS	Miscellaneous	kiosk monday	08/19/2019	Credit	700000		WESLEY	02	29.50
MS	Miscellaneous	kiosk monday	08/26/2019	Credit	700001		WESLEY	02	32.50
MS	Miscellaneous	kiosk OM	07/04/2019	Credit	700000		WESLEY	02	164.00
MS	Miscellaneous	kiosk om	07/13/2019	Credit	700000		RORY	02	90.00
MS	Miscellaneous	kiosk opm	08/03/2019	Credit	700001		RORY	02	56.00
MS	Miscellaneous	Kiosk PM	05/29/2019	Credit	700000		Julia	01	266.00
MS	Miscellaneous	Kiosk PM	06/06/2019	Credit	700000		RORY	01	256.00
MS	Miscellaneous	Kiosk PM	06/07/2019	Credit	700000		Kim	02	287.00
MS	Miscellaneous	kiosk PM	06/08/2019	Credit	700000		RORY	02	212.00
MS	Miscellaneous	Kiosk PM	06/09/2019	Credit	700000		RORY	02	253.00
MS	Miscellaneous	kiosk PM	06/11/2019	Credit	700000		Julia	02	96.00
MS	Miscellaneous	kiosk pm	06/12/2019	Credit	700000		Julia	02	96.00
MS	Miscellaneous	kiosk PM	06/13/2019	Credit	700000		RORY	02	130.00
MS	Miscellaneous	KIOSK pm	06/16/2019	Credit	700000		RORY	02	424.00
MS	Miscellaneous	kiosk PM	06/17/2019	Credit	700000		RORY	02	160.00
MS	Miscellaneous	kiosk pm	06/19/2019	Credit	700000		Julia	02	138.00
MS	Miscellaneous	Kiosk PM	06/21/2019	Credit	700000		Julia	02	204.00
MS	Miscellaneous	kiosk pm	06/22/2019	Credit	700000		VICTORIA	02	171.00
MS	Miscellaneous	kiosk pm	06/25/2019	Credit	700000		kim	02	126.00
MS	Miscellaneous	kiosk pm	06/26/2019	Credit	700000		VICTORIA	02	174.00
MS	Miscellaneous	kiosk pm	06/27/2019	Credit	700000		RORY	02	152.00
MS	Miscellaneous	kiosk pm	06/30/2019	Credit	700000		VICTORIA	02	221.00
MS	Miscellaneous	kiosk pm	07/01/2019	Credit	700000		Julia	02	164.00
MS	Miscellaneous	kiosk pm	07/02/2019	Credit	700000		WESLEY	02	201.00
MS	Miscellaneous	kiosk PM	07/03/2019	Credit	700000		RORY	02	117.00
MS	Miscellaneous	kiosk PM	07/05/2019	Credit	700000		Julia	02	139.00
MS	Miscellaneous	kiosk pm	07/07/2019	Credit	700000		RORY	02	333.00
MS	Miscellaneous	Kiosk pm	07/08/2019	Credit	700000		Kim	02	54.50
MS	Miscellaneous	kiosk pm	07/08/2019	Credit	700001		kim	02	54.50
MS	Miscellaneous	kiosk pm	07/10/2019	Credit	700000		RORY	02	104.00
MS	Miscellaneous	kiosk pm	07/10/2019	Credit	700001		RORY	02	104.00
MS	Miscellaneous	kiosk pm	07/11/2019	Credit	700000		RORY	02	77.50
MS	Miscellaneous	kiosk pm	07/12/2019	Credit	700000		Kim	02	68.00
MS	Miscellaneous	kiosk pm	07/13/2019	Credit	700001		RORY	02	90.00

Misc Income/Expense Posting Report

Attachment 3C

Mod	Item Code	Description	Date	Dr/Cr	GL Code	Cst Ctr	UserName	PayCode	Amount
MS	Miscellaneous	kiosk pm	07/14/2019	Credit	700000		Kim	02	109.50
MS	Miscellaneous	kiosk pm	07/14/2019	Credit	700001		kim	02	109.50
MS	Miscellaneous	kiosk pm	07/15/2019	Credit	700000		WESLEY	02	28.50
MS	Miscellaneous	kiosk pm	07/15/2019	Credit	700001		WESLEY	02	28.50
MS	Miscellaneous	kiosk pm	07/16/2019	Credit	700000		VICTORIA	02	31.00
MS	Miscellaneous	kiosk pm	07/16/2019	Credit	700001		VICTORIA	02	31.00
MS	Miscellaneous	kiosk pm	07/17/2019	Credit	700000		Julia	02	61.50
MS	Miscellaneous	kiosk pm	07/17/2019	Credit	700001		Julia	02	61.50
MS	Miscellaneous	kiosk pm	07/18/2019	Credit	700000		RORY	02	33.00
MS	Miscellaneous	kiosk pm	07/18/2019	Credit	700001		RORY	02	33.00
MS	Miscellaneous	kiosk pm	07/19/2019	Credit	700000		Kim	02	57.00
MS	Miscellaneous	kiosk pm	07/19/2019	Credit	700001		Kim	02	57.00
MS	Miscellaneous	kiosk pm	07/20/2019	Credit	700000		Julia	02	41.50
MS	Miscellaneous	kiosk pm	07/21/2019	Credit	700000		RORY	02	127.50
MS	Miscellaneous	kiosk pm	07/21/2019	Credit	700001		RORY	02	127.50
MS	Miscellaneous	kiosk pm	07/22/2019	Credit	700000		Julia	02	45.50
MS	Miscellaneous	kiosk pm	07/23/2019	Credit	700000		WESLEY	02	41.50
MS	Miscellaneous	kiosk pm	07/23/2019	Credit	700001		WESLEY	02	41.50
MS	Miscellaneous	kiosk pm	07/24/2019	Credit	700000		Kim	02	71.00
MS	Miscellaneous	kiosk pm	07/24/2019	Credit	700001		Kim	02	71.00
MS	Miscellaneous	kiosk pm	07/25/2019	Credit	700001		RORY	02	57.50
MS	Miscellaneous	kiosk pm	07/26/2019	Credit	700000		RORY	02	21.50
MS	Miscellaneous	kiosk pm	07/26/2019	Credit	700001		RORY	02	21.50
MS	Miscellaneous	kiosk pm	07/27/2019	Credit	700000		Kim	02	44.00
MS	Miscellaneous	kiosk PM	07/27/2019	Credit	700001		Kim	02	44.00
MS	Miscellaneous	kiosk pm	07/28/2019	Credit	700000		RORY	02	74.00
MS	Miscellaneous	kiosk pm	07/28/2019	Credit	700001		RORY	02	74.00
MS	Miscellaneous	kiosk pm	07/29/2019	Credit	700000		Kim	02	63.50
MS	Miscellaneous	kiosk pm	07/29/2019	Credit	700001		Kim	02	63.50
MS	Miscellaneous	kiosk PM	07/30/2019	Credit	700000		VICTORIA	02	53.00
MS	Miscellaneous	kiosk pm	07/30/2019	Credit	700001		VICTORIA	02	53.00
MS	Miscellaneous	kiosk pm	07/31/2019	Credit	700000		Julia	02	44.00
MS	Miscellaneous	kiosk pm	07/31/2019	Credit	700001		Julia	02	44.00
MS	Miscellaneous	kiosk pm	08/01/2019	Credit	700001		WESLEY	02	82.00
MS	Miscellaneous	kiosk pm	08/02/2019	Credit	700000		Julia	02	69.50
MS	Miscellaneous	kiosk pm	08/02/2019	Credit	700001		Julia	02	69.50
MS	Miscellaneous	kiosk pm	08/03/2019	Credit	700000		RORY	02	56.00
MS	Miscellaneous	Kiosk PM	08/05/2019	Credit	700000		Kim	02	47.50
MS	Miscellaneous	Kiosk PM	08/05/2019	Credit	700001		Kim	02	47.50
MS	Miscellaneous	Kiosk PM	08/06/2019	Credit	700000		VICTORIA	02	45.00
MS	Miscellaneous	Kiosk PM	08/06/2019	Credit	700001		VICTORIA	02	45.00
MS	Miscellaneous	Kiosk PM	08/07/2019	Credit	700000		WESLEY	02	76.50
MS	Miscellaneous	Kiosk PM	08/07/2019	Credit	700001		WESLEY	02	76.50
MS	Miscellaneous	Kiosk PM	08/08/2019	Credit	700000		Julia	02	49.00



Misc Income/Expense Posting Report

Attachment 3C

Mod	Item Code	Description	Date	Dr/Cr	GL Code	Cst Ctr	UserName	PayCode	Amount
MS	Miscellaneous	Kiosk PM	08/08/2019	Credit	700001		Julia	02	49.00
MS	Miscellaneous	Kiosk PM	08/09/2019	Credit	700000		Julia	02	70.00
MS	Miscellaneous	Kiosk PM	08/09/2019	Credit	700001		Julia	02	70.00
MS	Miscellaneous	Kiosk PM	08/10/2019	Credit	700000		RORY	02	71.50
MS	Miscellaneous	Kiosk PM	08/10/2019	Credit	700001		RORY	02	71.50
MS	Miscellaneous	Kiosk PM	08/11/2019	Credit	700000		WESLEY	02	58.50
MS	Miscellaneous	Kiosk PM	08/11/2019	Credit	700001		WESLEY	02	58.50
MS	Miscellaneous	kiosk pm	08/12/2019	Credit	700000		RORY	02	29.00
MS	Miscellaneous	kiosk pm	08/12/2019	Credit	700001		RORY	02	29.00
MS	Miscellaneous	kiosk pm	08/13/2019	Credit	700001		Julia	02	27.50
MS	Miscellaneous	kiosk pm	08/14/2019	Credit	700000		Julia	02	22.00
MS	Miscellaneous	kiosk pm	08/14/2019	Credit	700001		Julia	02	22.00
MS	Miscellaneous	kiosk pm	08/15/2019	Credit	700000		Kim	02	9.50
MS	Miscellaneous	kiosk Pm	08/15/2019	Credit	700001		kim	02	9.50
MS	Miscellaneous	kiosk pm	08/16/2019	Credit	700000		RORY	02	7.00
MS	Miscellaneous	kiosk pm	08/16/2019	Credit	700001		RORY	02	7.00
MS	Miscellaneous	kiosk pm	08/17/2019	Credit	700000		Kim	02	48.50
MS	Miscellaneous	kiosk pm	08/17/2019	Credit	700001		Kim	02	48.50
MS	Miscellaneous	kiosk pm	08/18/2019	Credit	700000		RORY	02	45.50
MS	Miscellaneous	kiosk pm	08/18/2019	Credit	700001		RORY	02	45.50
MS	Miscellaneous	kiosk pm sat	08/24/2019	Credit	700000		RORY	02	37.00
MS	Miscellaneous	kiosk pm sat	08/24/2019	Credit	700001		RORY	01	37.00
MS	Miscellaneous	kiosk PM Sat	08/31/2019	Credit	700001		WESLEY	02	28.50
MS	Miscellaneous	kiosk pm sun	09/01/2019	Credit	700000		RORY	02	43.50
MS	Miscellaneous	kiosk pm sunday	08/25/2019	Credit	700000		WESLEY	02	42.00
MS	Miscellaneous	kiosk pm `	07/12/2019	Credit	700001		kim	02	68.00
MS	Miscellaneous	kiosk pm,	07/22/2019	Credit	700001		Julia	02	45.50
MS	Miscellaneous	kiosk sat am	08/31/2019	Credit	700000		Kim	02	74.50
MS	Miscellaneous	kiosk sat am	08/31/2019	Credit	700001		Kim	02	74.50
MS	Miscellaneous	kiosk sun	07/21/2019	Credit	700001		Kim	02	198.00
MS	Miscellaneous	kiosk sun	09/01/2019	Credit	700001		RORY	02	43.50
MS	Miscellaneous	kiosk sun am	07/21/2019	Credit	700000		Kim	02	198.00
MS	Miscellaneous	kiosk sun am	09/01/2019	Credit	700001		Kim	02	71.50
MS	Miscellaneous	kiosk sunday am	08/25/2019	Credit	700000		Kim	02	92.50
MS	Miscellaneous	kiosk thursday	08/22/2019	Credit	700000		RORY	02	36.00
MS	Miscellaneous	kiosk thursday	08/22/2019	Credit	700001		RORY	02	36.00
MS	Miscellaneous	kiosk tuesday	08/20/2019	Credit	700000		Julia	02	54.50
MS	Miscellaneous	kiosk tuesday	08/20/2019	Credit	700001		Julia	02	54.50
MS	Miscellaneous	kiosk Tuesday	08/27/2019	Credit	700000		RORY	02	30.00
MS	Miscellaneous	kiosk tuesday	08/27/2019	Credit	700001		RORY	02	30.00
MS	Miscellaneous	kiosk wed	08/21/2019	Credit	700001		Kim	02	39.50
MS	Miscellaneous	kiosk wed	08/28/2019	Credit	700000		WESLEY	02	34.00
MS	Miscellaneous	kiosk wed	08/28/2019	Credit	700001		WESLEY	02	34.00
MS	Miscellaneous	kiosn pm	08/01/2019	Credit	700000		WESLEY	02	82.00

Misc Income/Expense Posting Report

Attachment 3C

Mod	Item Code	Description	Date	Dr/Cr	GL Code	Cst Ctr	UserName	PayCode	Amount
MS	Miscellaneous	kisok pm	06/20/2019	Credit	700000		RORY	02	84.00
MS	Miscellaneous	Lake AM	06/15/2019	Credit	700000		Kim	02	348.00
MS	Miscellaneous	lake kiosk pmn	06/24/2019	Credit	700000		Julia	02	114.00
MS	Miscellaneous	Lake PM Kiosk	06/15/2019	Credit	700000		ror	02	166.00
MS	Miscellaneous	monday kiosk	08/19/2019	Credit	700001		WESLEY	02	29.50
MS	Miscellaneous	PM kiosk	05/30/2019	Credit	700000		ror	01	176.00
MS	Miscellaneous	PM Kiosk	06/02/2019	Credit	700000		RORY	02	293.00
MS	Miscellaneous	PM kiosk Booth	06/01/2019	Credit	700000		kim	01	15.00
MS	Miscellaneous	PM kiosk Booth	06/01/2019	Credit	700000		kim	02	274.00
MS	Miscellaneous	PM kiosk booth	06/04/2019	Credit	700000		Julia	02	103.00
MS	Miscellaneous	PM kiosk Booth	06/05/2019	Credit	700000		Kim	02	171.00
MS	Miscellaneous	PM kiosk booth	06/10/2019	Credit	700000		RORY	02	210.00
MS	Miscellaneous	Pm Kiosk Shift	05/28/2019	Credit	700000		Kim	02	92.00
MS	Miscellaneous	pm Kiosk shift	05/31/2019	Credit	700000		RORY	01	196.00
MS	Miscellaneous	pm kiosk shift	06/02/2019	Credit	700000		ror	01	140.00
MS	Miscellaneous	pm kiosk sunday	08/25/2019	Credit	700001		WESLEY	02	42.00
MS	Miscellaneous	PM Shift	05/24/2019	Credit	700000		RORY	01	169.00
MS	Miscellaneous	PM shift	06/03/2019	Credit	700000		kim	02	136.00
MS	Miscellaneous	PM Shift Kiosk	05/25/2019	Credit	700000		RORY	01	266.00
MS	Miscellaneous	PM Shift Kiosk	05/27/2019	Credit	700000		COURTNEY	02	264.00
MS	Miscellaneous	pm shift kiosk	05/27/2019	Credit	700000		COURTNEY	01	3.00
MS	Miscellaneous	pool sunday	08/25/2019	Credit	700001		ASHLYNN	02	44.00
MS	Miscellaneous	weekend kiosk am	08/04/2019	Credit	700000		VICTORIA	02	116.00
MS	Miscellaneous	weekend kiosk am	08/04/2019	Credit	700001		VICTORIA	02	116.00
MS	Miscellaneous	Weekend Kiosk PM	08/04/2019	Credit	700000		PARKER	02	84.50
MS	Miscellaneous	Weekend Kiosk PM	08/04/2019	Credit	700001		PARKER	02	84.50

Report Summary Totals

<b>Total Misc Income Postings:</b>	<b>35,659.00</b>
<b>Total Misc Expense Postings:</b>	<b>0.00</b>
<b>Net Income/Expense Postings:</b>	<b>35,659.00</b>



## Agenda Transmittal

**DATE:** January 6, 2020

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #5:** LANDSCAPE ARCHITECT REQUEST FOR QUALIFICATIONS

**RECOMMENDED ACTION:** REVIEW AND DISCUSS

### Background

In the Fiscal Year 2019-20 Budget Action Plan, staff recommended securing a landscape architect to assist the District in the following areas:

- Planning for park improvements using existing funds from the Park Development Fees; and
- Supporting a grant writer's efforts to secure new grant funding for park improvement projects.

A grant writer was selected in October.

### Discussion

Staff released a Request for Proposal (RFQ - Attachment 5A) to secure a landscape architect to assist staff in evaluating improvement and development opportunities within the existing park system. The contract will remain under \$25,000 to keep within the General Manager's spending authority, and is funded by the Park Development Fees. Immediate tasks include a site assessment and recommendation for water-featured playground to replace the Swimming Lagoon at the Lake, to work with the grant writer to apply for and secure grants for park improvement projects, and to provide an assessment for park improvement opportunities in the existing park system. There is new statewide funding available with Proposition 68.

The Parks and Recreation Committee will be an integral part of the park assessment and grant application process. Deadline for RFQ responses is January 24<sup>th</sup>, and interviews

will be held shortly thereafter. Staff expects to begin working with a landscape architect in early February, with recommendations coming forward to the Parks and Recreation Committee in March.

Staff is interested in hearing from the new members of the Parks and Recreation Committee about priorities and ideas for park improvements. Staff will be utilizing the Parks Improvement Projects Prioritize List developed by the Parks and Recreation Committee last August 2019 (Attachment 5B).

### **Conclusion**

Last fall, the General Manager and Parks Superintendent visited every park and open space site, specifically to generate ideas about each site's possibilities. Dunbar, Rasmussen, and Cameron Park Lake provide an abundance of opportunities for new amenities and improved conditions to better serve residents, utilizing existing and new funding. A landscape architect will be the District's guide and expert to realize these improvements. Staff is looking forward to joining Board members on the upcoming field trip, which shall also generate ideas about future possibilities.

### Attachments:

5A – Landscape Architect Request for Proposal

5B – Parks Improvement Projects Prioritized List



# Request for Qualifications **Park Planning & Landscape Architect Services**

## **Cameron Park Community Services District**

2502 Country Club Drive

Cameron Park, CA 95682

[www.cameronpark.org](http://www.cameronpark.org)

530.677.2231

Jill Ritzman, General Manager

**Issued:** January 2, 2020

**Submittal Deadline:** January 24, 2020

## Project Overview

Cameron Park Community Services District (District) is seeking an experienced firm or individual to provide park planning and landscape architect services. The District's objectives are two-fold:

- Work closely with a District grant writer and Parks Superintendent to provide project descriptions, scope of work, timelines and cost estimates for inclusion in grant applications.
- Work closely with the General Manager and Parks Superintendent to identify and prioritize park projects for existing park development funds and future grant funds; the District has approximately \$800,000 in Park Development and Quimby funds to support park improvement projects.

## Description of Cameron Park Community Services District

Cameron Park is a small foothill community located on the Highway 50 corridor between El Dorado Hills and Shingle Springs in El Dorado County. The District provides fire and emergency services, parks and recreation, waste collection and recycling, lighting and landscape maintenance, architecture review, and CC&R enforcement activities to approximately 18,000 residents. The District operates two fire stations, ten parks, 19 lighting & landscape districts and a community center with pool. The District is mostly developed, with few opportunities for new development within its boundaries.

Most parks were originally constructed in the 1970's and 80's, with few updates over the years. The District has three community parks, five neighborhood parks, and five undeveloped open space areas. Amenities include playgrounds, sports fields, a dog park, skate park, disc golf course, trails, lake and picnic areas. Total acreage is 143, of which 93 acres are improved and 50 acres are unimproved.

A Parks and Facilities Master Plan, written by Foothill Associates, was approved by the Board of Directors in 2015. The Plan guided staff with recent improvements and continues to be a relevant document.

## Objectives & Scope of Services

The RFQ objective is to secure a landscape architecture firm or individual to guide the District in developing a plan to: 1) expend existing development and Quimby funds, and to 2) work with the grant writer in positioning the District in securing new grant funds.

The selected firm or individual will be responsible for:

- Evaluating improvement and development opportunities within the existing park system;
- Identifying uses for existing park development funds, including park projects and matching funds for future grants;

- Work with the Parks and Recreation Committee and community to solicit feedback about development opportunities;
- Develop a prioritized plan of action to utilize current and future funding for park improvement projects and matching grants funds;
- Provide improvement plans and project budgets for planning, grant applications and for public bidding purposes;
- Be knowledgeable about environmental and other permitting processes and requirements;
- Provide information to the grant writer for grant applications;
- Provide plans and specifications for use in obtaining cost quotes and bids;
- Consulting services regarding project management and contractor oversight.

This contract will be for time and materials, and is limited to the General Manager's spending authority of \$25,000. Opportunities may exist in the future to respond to competitive bids for Board-approved contracts.

## **Project Proposals**

Proposals must include requirements stated below and elsewhere in this RFQ. Disregarding these requirements may result in disqualification of the proposal. Please provide 5 hard copies and an electronic copy.

All proposal materials must be placed in a sealed package clearly marked with:

Name of the Firm  
Response to Request for Proposal  
For Park Planning and Landscape Architecture Services  
Attention: Jill Ritzman, General Manager

Proposals may be mail to:

Cameron Park Community Services District  
Attention: Jill Ritzman, General Manager  
2502 Country Club Drive  
Cameron Park, CA 95682

It is the responsibility of the respondent to ensure that proposals are received by the deadline on Page 1. Proposals or modifications will not be accepted via email. Questions regarding the proposal can be sent via email to [jritzman@cameronpark.org](mailto:jritzman@cameronpark.org). Responses to questions will be made within 24 hours and posted on the District website for viewing by other respondents. Staff will not respond to questions within 48 hours of the deadline.

Proposals shall include the following elements, organized in the following order:

1. Cover Letter

All proposals must include a cover letter submitted on the firm's letterhead containing the signature and title of the person who is authorized to commit the firm to a potential contract with the District. The cover letter should express the firm's interest and serve as an executive summary of the proposal.

2. Qualifications - Demonstrate the firm's qualifications with the following information

- References - List contact information and dates of service from three public agencies who have received similar services to this RFQ.
- Resumes of individuals who would be assigned to this account; describe each staff's role in the project.
- List of services your firm routinely subcontracts, if any. The District expects to need services from an engineering firm.

3. Work tasks, timeline and costs

- A schedule of billing rates.
- Outline a proposed work plan and schedule to evaluate park improvement opportunities within the existing park system, and to make recommendations back to the General Manager and Parks Superintendent.

## **Selection Procedure**

Responses will be evaluated in terms of qualifications, experience, and billing rates. Up to five firms will be selected for interviews by the District leadership team. The General Manager will negotiate a contract with the preferred firm.

Direct questions regarding the RFQ via email to Jill Ritzman, General Manager, [jritzman@cameronpark.org](mailto:jritzman@cameronpark.org).





*Cameron Park  
Community Services District*

## Agenda Transmittal

**DATE:** August 5, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #1:** **PARKS IMPROVEMENT PROJECTS PRIORITIZED LIST**

**RECOMMENDED ACTION:** **REVIEW AND PROVIDE INPUT**

### Background

In May and June, the Parks and Recreation Committee provided input to staff regarding

- Criteria for Selecting Projects for Grant Funding;
- Parks Improvement Projects.

In June, the Committee asked staff to apply the ranking criteria to the develop list of park projects.

### Discussion

Staff applied the ranking criteria to the list of park projects, and grouped the projects into three groups:

- A. Very High Priority Projects;
- B. High Priority Projects;
- C. Medium Priority Projects.

#### A. Very High Priority Projects

- Improve and Weatherize District Sports Fields at Rasmussen, Christa McAuliffe, and David West; Provide Permanent Lights at Christa McAuliffe.

*Criteria* – safety, save operational costs, revenues offset some costs, repairs to existing infrastructure, supported by 2015 Master Plan, consistent with special use permit.

- Fishing Piers and Boat Launches at Cameron Park Lake.  
*Criteria* – safety, repair to save operational costs, partial revenue offset, repair to existing infrastructure, number of people served, provides ADA access, consistent with special use permit.
- Lagoon Replacement Facility  
*Criteria* - repair to save operational costs, partial revenue offset, repair to existing infrastructure, pertinent to current needs, consistent with special use permit, serves families with small children.
- Replace/Improve Playgrounds at Rasmussen and Cameron Park Lake  
*Criteria* – safety, repair to save operational costs, repairs existing infrastructure, number of people served, pertinent to current needs.  
*Note* – Rasmussen Park Master Plan must be updated prior to improvements at Rasmussen.
- Replace Restrooms at Rasmussen & Cameron Park Lake  
*Criteria* – safety, improvement to save operational costs, repairs existing infrastructure, number of people served, pertinent to current needs, consistent with parks special use permit, serves underserved population.

#### B. High Priority Projects

- Bocce Ball Courts, undetermined location (Rasmussen?)  
*Criteria* – operational costs may be offset by revenues, supported by Master Plan, pertinent to current needs.
- Park Entry Monument Signs (4) Community Parks and Community Center  
*Criteria* – repairs existing infrastructure, number of people served, current need, fully offset by donations (current project with Rotary and Cameron Park Community Foundation), consistent with special use permit.
- Pickle Ball Courts, location undetermined  
*Criteria* – number of people served, supported by Master Plan, pertinent to current need
- Rasmussen and Dunbar Park Master Plans  
*Criteria* – number of people served, pertinent to current need, supported by Master Plan, project offset by Park Impact fees

*Note* – Having a master plan will position the District to seek and secure grants for development.

- Shade Structures at Pool, Community Center Courtyard, and Playgrounds  
*Criteria* – safety, number of people served, pertinent to current need, consistent with special use permit  
*Note* - this project may interface with solar energy project
- Automated Kiosk at Cameron Park Lake Entrance  
*Criteria* – save operational costs, repair existing infrastructure (address kiosk), pertinent to current need
- Trails at Gateway, Knollwood, and Open Space Areas  
*Criteria* – number of people served, pertinent to current need, supported by master plan, project within existing parklands.

#### C. Medium Priority Projects

- Community Center Additional Parking  
*Criteria* – number of people served, pertinent to current need, within existing parklands, expands services
- New Sports Fields, location to be determined  
*Criteria* – supported by master plan, pertinent to current need, number of people served

### **Conclusion**

Staff is seeking input from Parks and Recreation Committee and community about the prioritized list. Based on the prioritized list, staff is recommending that the District move ahead in seeking grants and funding for the following projects:

- Very High Priority Projects – All
- Rasmussen Park and Dunbar Park Master Plans to position District for future grant applications
- Park Entry Monument Signs with Rotary and Cameron Park Community Foundation
- Shade Structures in association with Solar Energy project

The remaining projects will continue to be on the list, but addressed in the future.

Attachments:

1A - Ranking Sheets for Very High Priority Projects

1B – Ranking Sheets for High Priority Projects

1C – Ranking Sheets for Medium Priority Projects

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** January 6, 2020

**FROM:** Michael Grassle, Parks and Facilities Superintendent

**AGENDA ITEM #7A:** Parks & Facilities Department Report

**RECOMMENDED ACTION:** RECEIVE AND FILE

### **General Information**

- Happy 2020. Staff survived the holidays and is working hard to keep the parks clean and safe.
- The department submitted the final pesticide use report to the County, and completed our state report for all District vehicles.
- I completed the required training in order to keep my Irrigation Auditors License active.
- Craig Shuler retired from the District on December 31<sup>st</sup>. Craig worked hard in the Parks Department for over 9 years and will be greatly missed.
- Gold County Shed will be constructing a carport garage at the parks shop, for the District's wood chipper and tractor to be stored out of the rain.

### **Cameron Park Lake**

- The Boy Scouts will be working with the District and Waste Connections to recycle Christmas trees for the residents of Cameron Park on Saturday, January 4<sup>th</sup>.
- Foothill Tree Service removed dead wood from several cottonwood trees along the west side of the Lake.

### **Parks and LLADs**

- Parks staff decorated the Christmas tree at Christa McAuliffe Park prior to the tree lighting event.

- Staff cleaned up the easement access road to Gateway Park, off of Sterling Way. They also removed vegetation from the drainage canal.
- Flyers were sent out to all the residents within the Bar J B LLAD, to address the budget concerns. The District will be holding a meeting on February 12 at 5:30 pm to discuss a plan of action.
- Staff cut up a fallen tree on the corner of Auburn Hills and Bridgeport, in the Northview LLAD.
- The LLAD crew has spent the last month picking up leaves all over the District.

### **Community Center**

- National Aquatics came out to replace the motor for the pool heater and found worn out parts on the heater. Staff ordered new parts and will be replacing them in house as soon as they arrive.
- Staff drained approximately 20% of the pool water and replaced it with fresh water. This is a maintenance practice that needs to be done twice a year in order to keep the pool from experiencing chlorine lock.
- Staff spent some time over the Christmas break working on Classroom B; painting the room and refinishing the floor.

### **Cal Fire / Growlersburg**

- *Thursday, December 5<sup>th</sup>* – The District received one crew this month and worked at Gateway Park, cutting brush, and started burning debris piles.

#### Attachment:

7AA – 2019 Year in Review

**2019 Year in Review  
Parks, LLAD and Facilities Department**

2019 provided some challenges and accomplishments for the department. Below is a list of the most notable accomplishments the department experienced in 2019.

**Weed Abatement Program** – The District received 100% compliance for the weed abatement ordinance. This is the first time the District has had 100% compliance. Paul J. Ryan, David West and Gateway Park saw the most change over the past year. Thank you to Growlersburg for assisting the District to obtaining 100% compliance. Measures have been put in place to assure the District maintains compliance with the ordinance.

**Fire Safe Counsel** – The District had the privilege to assist the Fire Safe Counsel in their efforts to make Cameron Park fire safe. The California Conservation Corps camped out at Cameron Park Lake during their time spent working throughout Cameron Park.

**Paul J. Ryan oak trees** – Paul J. Ryan Park has several oak tree throughout the park. Several of the trees are dead or have dead wood within the canopy. Growlersburg, along with staff, spent 2 days removing the dead trees and limbs. We still need to spend some more time thinning out the dead vegetation in the future.

**Metasys HVAC training** - The Parks and Facilities Superintendent spent a week training with Johnson Controls to learn more about the HVAC system at the Community Center. The training focused on how to operate the system more efficiently.

**Tribe of Miwok Indians** – The District worked with the Tribe this past summer. They assisted the District removing and repurposing the tules around the lake. The District is hoping to continue this relationship moving forward.

**Eagle Scout Projects** – Below is a list of project the Eagle Scouts completed:

- New split rail fencing was installed at the entrance to Cameron Park Lake
- Over 200' of split rail fencing was installed at Paul J. Ryan Park. 2 separate scouts completed this project.
- Stadium bleachers were rebuilt and moved from Rasmussen Park to Christa McAuliffe Park
- New picnic benches and BBQ were installed at Gateway Park
- New picnic benches were built and installed at Paul J. Ryan Park
- Scoreboard was installed at Rasmussen Park

**Eastwood Hedges** – The District has hired Santillan Landscaping to trim the hedges along Meder Road. This is an area that was unsafe for District to maintain. Santillan has been a huge help to the District.

**Community Center Pool** – The pool received some much need repairs and upgrades in 2019. The grates were replaced around the entire pool deck. National Aquatic Service replaced the surge pit lid along with replacing the automatic float valve that fills the pool. They also replaced the motor that controlled the pool heater. Cascade Pool repaired the damaged tile around the pool Deck.

**Community Center pool sod** – Staff, with the help of Growlersburg, removed the hedges on the west side of the pool and replaced it with turf grass.

**Volunteer Day** – On Saturday April 27<sup>th</sup>, the District had roughly 50 volunteers perform Community Service around the lake. Some of the tasks included: cleaning up the gardens, installing plants, weed eating around the lake, helping prep the Lagoon, pressure washing the gazebo, and picking up trash on the Lake shore line.

**Repair boat dock** – Staff rebuilt the boat dock at Cameron Park Lake. A few of the barges were cracked and leaking styrofoam into the lake. The barges have been sealed up and are floating correctly.

**Irrigation Upgrades** – Staff installed water efficient irrigation controllers at Eastwood Park and Chardi Corner. There are still a few more locations that need to be upgraded.

**Drainage around lake restrooms** – Staff installed grate drains around the sidewalk of the Lake restrooms. In the past staff could not clean off the shower area properly due to all the mud it created.

**Community Center Dishwasher** – Staff learned a lot about the Hobart commercial dishwasher at the Community Center. It was out of order for a few weeks due to chemical feed issue.

**Pickle ball** – The District painted one of the tennis courts to be used a pickle ball court as well. The Districts pickle ball group has grown quite a bit over the past year. District staff also rebuilt the practice wall for tennis and pickle ball.

**Parking lots** – Below is a list of improvements made to the Districts parking lots:

- Christa McAuliffe Park had the stalls repainted along with a crack fill treatment.



- Cameron Park Lake had all of the stalls repainted. The lower lot next to the park shop was seal coated as well.
- Parking stalls were repainted at Paul J. Ryan Park.
- Community Center had the stalls and speed bumps repainted.

**Firework Barges** – Staff rebuilt the barges that launch the fireworks for the Summer Spectacular. This was done prior to the 2019 Summer Spectacular.

**Skate Park** – District staff met with skate park users and members of the public to discuss ongoing issues. The meeting was a success and the skate park has been well maintained ever since. The District plans on holding periodic meetings with the community moving forward.

**Gateway Park** – Staff rented a Bobcat tractor to create a 30' fire break on the east side of the property. Growlersburg cut and burned a lot of vegetation prior. The area now can be accessible with a pick-up or fire truck. District staff also built a 15' access gate through our easement on Sterling Way.

**CPO Training** – Ramon Soto, the District's Facilities Maintenance 2 Worker, obtained his Certified Pool Operators certificate. One of Ramon's main responsibilities is working with the Community Center pool.

**Refurbishes picnic benches** – Staff, along with the help of Growlersburg, repaired and painted all of the picnic benches around Cameron Park Lake.

**Bonanza Disc Golf** – The District has been working closely with the El Dorado Disc Golf Association to construct an 18-hole disc golf course at Bonanza Park. The course is set to be open to the public sometime in the spring of 2020.

**Christa McAuliffe T-Ball Field** – The construction of the t-ball field is underway. Staff, along with the help of Growlersburg, removed existing sod, rebuilt the old irrigation system, and installed the outfield fence and bases. The District is waiting to award a bid to repurpose the existing chain link fence from Rasmussen to Christa McAuliffe Park. The field will be ready for Ponderosa Little League prior to the 2020 season.

**Vehicle Fleet Reporting** – The District learned that all vehicles owned by the District need to be smogged and reported to the State. Staff met with the Start of Automotive Repair to learn how this process works. Start submitted the necessary information to the state in early December.



## **Agenda Transmittal**

**DATE:** January 6, 2020

**FROM:** Whitney Kahn, Interim Recreation Supervisor  
Alyssa Kimball, Recreation Coordinator

**AGENDA ITEM #7B:** Recreation Department Report

**RECOMMENDED ACTION: RECEIVE AND FILE**

- The 22<sup>nd</sup> Annual Old Fashioned Christmas Craft Faire was held on Saturday, November 23<sup>rd</sup> at the Community Center. 71 vendors participated in the annual event and we are estimating 700-800 shoppers came throughout the day.
  - Staff learned a great deal and is creating a checklist for next year's event to ensure the previous institutional knowledge is captured and ready for future Rec staff to use and implement for a successful event.
  - Based off of feedback from the vendor survey, adding the Sunday option to next year's event was not recommended. Staff will look to increase vendor fees along with increasing advertising to ensure more shoppers.
- CSD Parks and Recreation staff along with Rotary, and Cameron Park/Shingle Springs Chamber of Commerce hosted the 3<sup>rd</sup> Annual Tree Lighting event on Friday, December 6<sup>th</sup>. The timeline of the event was tightened up a bit due to the forecasted inclement weather and cancellation of the choir. Staff recommends keeping the one hour timeline and running the event from 5-6:00pm next year. The Parks Department did an amazing job and the tree looks stunning.
- The Inaugural Santa Swim was held on Saturday, December 7<sup>th</sup>, and ran along side of the Fire Department's Pancake Breakfast. The weather cooperated and we had a great turn out for a brand new event. Staff captured attendance and also created a new timeline for the event next year to ensure that Santa swims when we had the most swimmers in the pool (between 9:45-10:15a). Staff also recommends this event to be a

“Fair Weather Only” event and that we should cancel day of if there is rain, as it seemed like a large portion of the success of the event hinged on the sun being out.

- Attendance records:
  - 49 Annual Pass Holders
  - 26 paid onsite
  - 8 additional people that brought kids to swim but we did not charge to watch
  - For a total of 83 people
- The Sierra Symphony Concert was held on December 7<sup>th</sup> and had just over 300 attendees; 260 paid visitors, and 40+ kids and students that are free.
- Basketball evaluations were held on Sunday, December 8<sup>th</sup>, where approximately 55 players came in over three different sessions for staff and coaches to evaluate. Staff is now working on putting teams together, as well as working with volunteer coaches to determine practice and game schedules.
- Staff is inputting information from the Winter/Spring Activity Guide into RecTrac for people to be able to register for classes once the Activity Guide hits their mailboxes at the end of this month.
- Upcoming:
  - Rob Ely’s Tribute to Elvis on Friday, January 10<sup>th</sup> at 7:00pm
  - Family Sock Hop on Saturday, March 21<sup>st</sup> at 6:30pm
  - Easter Egg Hunt on Saturday, April 11<sup>th</sup> at 10am

### Facility Bottom Line Report

Class	Location	Facility	Description	Dep Amt	Dep Paid	Fee Amt	Disc Amt	Fees Paid	Misc Amt	Profit/Loss	Refunds
GYM	COMCT	CCGYM	CC Gym	300.00	300.00	16,596.00	1,089.00	12,342.00	0.00	12,342.00	1,194.00
<b>Report Grand Totals</b>				<b>300.00</b>	<b>300.00</b>	<b>16,596.00</b>	<b>1,089.00</b>	<b>12,342.00</b>	<b>0.00</b>	<b>12,342.00</b>	<b>1,194.00</b>

**Report Summary Totals**

Facility Location	Location Profit/Loss
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COMCT 12,342.00

**Total Facilities: 1**  
**Total Deposits Still Due For These Facilities: 0.00**  
**Total Fees Still Due For These Facilities: 3,165.00**

# Facility Bottom Line Report

## SELECTION CRITERIA

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### GENERIC REPORT CRITERIA

Output Group:	Financial
Output Template:	VSI - Facility Bottom Line Report
Output Type:	Detail
Sort Option:	FRFacility_FacilityClass,FRFacility_FacilityLocation,FRFacility_FacilityCode
Preview Report:	yes
PDF:	Yes
Print Selection Criteria:	Yes
CSV Summary Option:	Raw Data

### REPORT SPECIFIC CRITERIA

Facilities:	GYM_COMCT_CCGYM
Begin Reservation Start Date:	07/01/2019 - Actual Date 07/01/2019
End Reservation Start Date:	12/31/2019 - Actual Date 12/31/2019